

Fee Payment via Pay.gov

Effective March 1, 2006

The Pay.Gov Internet Credit Card Payment Module in CM/ECF provides counsel the ability to:

- Pay filing fees by credit card over the Internet
- Review their Internet credit card transaction payment history

Counsel will continue to submit their case opening documents via e-mail to newcases.portland@med.uscourts.gov and newcases.bangor@med.uscourts.gov. Once the case is opened by the Clerk's Office, counsel will receive notice that they should login to the CM/ECF system and make an electronic filing called "Case Opening Filing Fee Paid" which will initiate the pay.gov payment process. The filing fees for appeals may be paid using pay.gov at the time the Notice of Appeal is electronically filed.

We encourage you to use the Pay.Gov method of payment. The Clerk's Office will no longer accept or process credit card registrations and all credit information currently on file will be destroyed.

Pleadings which will prompt you to pay a fee using pay.gov are the following:

CRIMINAL

Notice of Appeal-Final Judgment
Interlocutory Appeal
Appeal Filing Fee Paid

CIVIL

Case Opening Filing Fee Paid
Notice of Appeal
Interlocutory Appeal

Internet Credit Card Payment Process:

Users will have the option of being automatically directed through the Department of the Treasury's Internet payment process when filing any pleading which requires a fee. Once the payment has been successfully completed, users will automatically return to the filing process.

Users will be presented with a payment information screen that includes the cardholder name, address and payment type (Figure 1). The cardholder name, first address line and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account." The payment amount field will be populated with the current fee.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Plastic Card (PC)(ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: attysjn *

Payment Amount: \$250.00

Billing Address: 1 Aloha La *

Billing Address 2:

City:

State / Province:

Zip / Postal Code: 10038

Country: United States *

Card Type: *

Card Number: *

Expiration Date: */

VISA

MasterCard

AMEX

Discover

ecovysa

(Card number value should not contain spaces or dashes)

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 1 - Payment Information

Special Notes:

- **Fields marked with an asterisk are required fields.**
- The **Billing Address** field is marked as required; however, this address does not have to be the credit card billing address. It only matters that an address be in that field. The **Billing Address** field will be pre-populated with the user's address from CM/ECF but may be changed. Changing the billing address does not make an address change in ECF.
- **When filling in the payment information, do not use hyphens or spaces in the Card Number.**

Clicking the **"Continue with Plastic Card Payment"** button presents the user with a summary screen (Figure 2).

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary

[Edit this information](#)

<div>Address Information</div> <div> Account Holder Name: attysjn Billing Address: 1 Aloha La Billing Address 2: City: maui State / Province: HI Zip / Postal Code: 10038 Country: USA </div>	<div>Account Information</div> <div> Card Type: American Express Card Number: *****0009 Expiration Date: 8 / 2008 </div>	<div>Payment Information</div> <div> Payment Amount: \$250.00 Transaction Date and 10/24/2005 16:05 Time: EDT </div>
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Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment

Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Figure 2 - Summary Screen

****WARNING****

Pressing the "Submit Payment" button more than once may result in multiple transactions being processed.

In order to receive a transaction receipt for reconciliation with credit card statements, users must enter a valid email address on this screen. This email has a tracking ID number which is the only means the Helpdesk has to identify your particular transaction should a problem arise.

Carefully review the payment information and be sure to check the authorization box. Then click on the **"Submit Payment"** button. The user will be automatically returned to complete the ECF filing session.

If the email address you entered is correct you will receive a receipt via email (Figure 3)

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY

Your transaction has been successfully completed.

Payment Summary

Application Name: SCD CM ECF TEST
Pay.gov Tracking ID: 3FO99F79
Payment Agency Tracking ID: 81936

Cardholder Name: attysjn
Cardholder Address: 1 Aloha La
Cardholder City: Maui
Cardholder State: HI
Cardholder Country: USA
Cardholder Zip Code: 10038
Card Type: Visa
Payment Amount: \$250.00
Current Date and Time: Oct 28, 2005 8:09:34 AM

Figure 3 - Email Receipt

The screenshot displays the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the bar, the page title is "Complaints and Other Initiating Documents" followed by the case identifier "1:36-cv-00036-dbh SMITH v. JONES et al". The main content area has a light blue background and contains the following information:

U.S. District Court
District of Maine

Notice of Electronic Filing

The following transaction was received from HODGINS-ATY, MICHELE entered on 2/9/2006 at 11:33 AM EST and filed on 2/9/2006

Case Name: SMITH v. JONES et al
Case Number: [1:36-cv-36](#)
Filer: JANE K SMITH
Document Number:

Docket Text:
Filing Fee Paid via Credit Card (Filing fee \$ 250 receipt number 149079.), filed by JANE K SMITH (HODGINS-ATY, MICHELE)

The following document(s) are associated with this transaction:

1:36-cv-36 Notice will be electronically mailed to:

MICHELE HODGINS-ATY michele@med.uscourts.gov

1:36-cv-36 Notice will be delivered by other means to:

Figure 4 - Notice of Electronic Filing

Review of Payments:

Internet fees and payments may be reviewed by using the **Internet Payment History** option on the CM/ECF Utilities menu.

The list includes all payments of charges incurred via Pay.gov and may be viewed for a specified date range.

U.S. District Court District of Maine Internet Payment History for HODGINS-ATY, MICHELE 11/15/2005 to 11/15/2005				
Date Paid	Description	Payment Method	Receipt #	Amount
2005-11-15 15:46:51	Complaint(1:33-cv-00033-dbh) [cmp cmp] (250.00)	credit card	148071	\$ 250.00
2005-11-15 15:49:28	Complaint(1:44-cv-00044-gzs) [cmp cmp] (250.00)	credit card	148073	\$ 250.00

Figure 5 - Internet Payment History

Payment Errors:

- If processing of a payment is unsuccessful, an error screen will appear. **PRINT THIS ERROR SCREEN** or write down the complete message and call the Clerk's Office Help Desk for assistance.
- Go to the Utilities menu and select the hyperlink for Internet Payment History to review completed payments if you are not sure your payment was successfully completed.

Filing Errors:

If you realize you have made a filing error after the payment process is complete, i.e. you have pressed "**Submit Payment**," abort the filing transaction and call the Clerk's Office Helpdesk during business hours to arrange a refund.

Technical Failure:

- If there is a technical failure with the payment module the filing session will be aborted. Please contact the Clerk's Office Help Desk.
- Pay.gov occasionally has planned maintenance and upgrade outages. Usually this takes place on Sundays between 2 a.m. and 6 a.m. EST.